



## **DUTY STATEMENT**

### **POSITION INFORMATION**

Classification Title	Staff Services Analyst
Position Number	415-001-5157-903
CB Identifier	R01
Working Title	Policy Support Analyst
Division / Unit	Policy & Outreach / Policy & Legislation
<b>Incumbent Name</b>	
Working Location	Auburn, CA
Supervisor/Manager	Brittany L. Covich, Policy & Outreach Division Chief
Tenure	Limited Term, Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	No

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.**

### **GENERAL DESCRIPTION**

The reporting location for the Staff Services Analyst (SSA) position is at the Sierra Nevada Conservancy (SNC or Department) headquarters office in Auburn. Under supervision, the SSA performs work of average difficulty in a wide variety of consultative and analytical staff services assignments including legislative tracking, event coordination, and policy, legislation, communications, and outreach support related to the Sierra Nevada Region and its natural resources. The position may require travel throughout the Sierra Nevada Region.

### **JOB FUNCTIONS**

(E=Essential / M=Marginal Functions)

#### **45% (E) – Outreach and Educational Events and Materials**

Supports the development of content for the Department's outreach and educational efforts including but not limited to fact sheets, legislative briefings, and issue papers to be used for both internal and external communications.

- Supports the lead Policy Analyst in planning and organizing field tours, events, policy briefings, and other related work with legislative and policymaker audiences, providing a wide array of services including but not limited to determination of appropriate type of event to meet the specified needs, location/site searches, service contract execution, invitation/materials development, invitation list development and outreach, materials procurement, on-site oversight and management, close-out, and follow-up. Registers attendees for events.



- Develops and implements event project plans. Incorporates and tracks completion of project milestones. Organizes and conducts project planning meetings. Coordinates actions with other SNC units.
- Ensures that materials used for outreach and education purposes are developed in accordance with guidance from the project lead, in compliance with department standards.

### **35% (E) – Policy Research and Analysis**

Supports the identification and analysis of policies that address issues and funding in the areas of climate, forest, fire, watershed health, community sustainability, working landscapes, tourism, and recreation.

- Identifies, tracks, researches, and summarizes natural resource policies and legislation.
- Keeps the Policy and Outreach team apprised of legislative committee hearings, state policy and program workshops, and amendments to legislation. Monitors legislative hearings and summarizes outcomes.
- Tracks and disseminates internal and external analyses through reports, spreadsheets, memos, formal bill analyses, and other written and electronic media products.
- Researches policy issues and opportunities.
- Researches relevant laws, science, literature, news, information, and analyses related to the Sierra Nevada Region.
- Works with the lead Policy Analyst to identify alternative viable policy instruments and communicate their probable direct and indirect consequences.
- Supports the creation of viable policy packages with associated strategies to obtain political support and to ensure SNC's effectiveness.

### **15% (E) – Technical Services Liaison**

Supports the Policy and Outreach Division by providing technical liaison services for virtual meetings and SharePoint maintenance.

- Functions as the SharePoint Liaison by creating and managing content and formatting of the Policy and Outreach Team SharePoint sites. Gathers input from and trains staff in use of SharePoint.
- Provides set up and coordinating services for Policy and Outreach virtual meetings, including Zoom and Microsoft Teams platforms. Completes all planning, organizing, and outreach duties to conduct virtual meetings. Provides technical support during the meetings.
- Develops and contributes content designed for a policymaker audience for the Department's web site, monthly blog, social and other media, and other outreach tools. Supports posting on social media.



### **5% (M) – Miscellaneous Activities**

Responds to general calls and emails, attends and presents at staff and quarterly Governing Board meetings, maintains content of assigned webpages, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings. Develops and contributes content for SNC board reports and other external communication tools for the Policy and Outreach Team.

### **SUPERVISION RECEIVED**

The SSA is supervised by the Policy & Outreach Division Chief (SSM II) but may receive assignments from other members of the Management team.

### **SUPERVISION EXERCISED**

None.

### **ATTENDANCE**

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES** (From class specifications)

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

### **OTHER INFORMATION**

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

### **WORK ENVIRONMENT**

The duties of this position are performed indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional travel will require driving or riding in vehicles and may result in walking on uneven terrain and/or working in inclement weather conditions. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.



### **TELEWORK ELIGIBILITY AND EXPECTATIONS**

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

**Duties of this position are subject to change and may be revised as needed or required.**

### **EMPLOYEE ACKNOWLEDGEMENT**

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

### **SUPERVISOR ACKNOWLEDGEMENT**

**I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.**

Supervisor Printed Name Brittany L. Covich

Supervisor Signature \_\_\_\_\_